

Melbourne Public Library

FY24 Iowa Public Library General Information Survey

Section A - General Information

(Reporting period July 1, 2023 to June 30, 2024 - unless otherwise specified)

Due October 31, 2024

Review the contact information below. Users cannot directly change data for questions A01 to A10. If any information has changed, answer **Yes** to number A11 and enter a note for the corresponding question. The State Library will verify and update the data. For Section A, report the most current information available.

A01	Library Name	MELBOURNE PUBLIC LIBRARY
A02	Library District	CE=Central
A03	Street Address	603 MAIN ST
A04	City	MELBOURNE
A05	Zip	50162

Mailing Address

A06	Mailing Address	603 MAIN ST
A07	City	MELBOURNE
A08	Zip	50162

Other Contact Information

A09	County	MARSHALL
A10	Phone	(641) 482-3115

A11	Has any information in questions A1 to A10 changed in the past year?	No
-----	--	----

YES, answer YES on the pulldown menu and enter a correction in a note.

NO - answer NO on the pulldown menu and continue with question A14.

A12	City population (2020 decennial population)	786
-----	---	-----

A13	Library Size Code	B
A14	Library Director/Administrator Name	Brittany Brewer

Section B - Paid Staff and Salary Information

Include all paid staff on the library's payroll. Include unfilled positions if a search is currently underway. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Report all positions as of June 30, 2024.

B01	Total number of paid librarians	2
B02	Total number of all paid librarian hours worked per week	36.00
B03	Paid librarians FTE	0.90
B04	Total number of all other paid staff	0
B05	Total number of all other paid staff hours worked per week	0.00
B06	All other paid staff FTE	0.00
B07	Total number of paid staff	2
B08	Total paid staff FTE	0.90

Levels of Education

B09	How many of the paid librarians from line B01 have an ALA accredited masters of library science degree?	0
B10	Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree	0.00
B11	Total FTE librarians with ALA accredited masters of library science degree	0.00
B12	Starting date of current director in director's position (mm/dd/yyyy)	08/01/2022

Salary Information

Report the hourly salary for the positions listed below if employed by your library. Do not report one staff member more than once even if they perform multiple jobs. Refer to the instructions for more detailed information on each position. Do not report assistant director or department heads unless that role is part of their official job description. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Only report janitorial/building maintenance staff if they are an employee of the library. Report hourly salary amounts as of June 30, 2024.

B13 Hourly salary of the director \$17.75

B14 Hourly salary of assistant \$15.00
director

B15 Hourly average salary of \$0.00
department heads

B16 Hourly salary of the children's \$0.00
librarians

B17 Hourly average salary of library \$0.00
clerks

B18 Hourly average salary of \$0.00
shelvers or pages

B19 Hourly average salary of \$0.00
janitorial or building maintenance
employees

Section C - Capital Income and Expenditures

Capital income is intended to pay for large one-time library purchases. This section should not reflect any income or expenditure used for the regular operations of the library. If your library had any major one-time capital expenditures during FY24 report them in this section. Otherwise, skip to section D.

For Capital Income and Expenditures

Show all sources of capital funds for FY24 (July 1, 2023 - June 30, 2024).

If your library does not receive capital income from a source, enter a 0 (zero).

If your library receives capital income from a source, but the amount is unknown, enter N/A.

Report all capital income and expenditures in whole dollars only. Round to the nearest dollar.

For Capital Income

Report all income for major capital expenditures, by source of income. Include funds received for:

- Site acquisition
- New buildings, additions to buildings, or renovation of library buildings
- Furnishings, equipment, and initial collections for new buildings, additions, or renovations
- Major building updates or repairs including roof, painting, carpeting, furnace, central air, etc.
- New computer hardware and software used to support library operations, link to networks, or run information products
- Replacement and repair of existing furnishings and equipment
- New vehicles
- Other major one-time projects

DO NOT REPORT INCOME FOR:

- Regular purchase of library materials - Report in section D
- Payments for regular operating costs such as utilities, insurance, etc. – Report in section D
- Investments for capital appreciation
- Income passed through to another agency
- Funds unspent in the previous fiscal year (e.g., carryover).

Did your library have any major one-time capital projects in FY24 Yes

YES - check the box and click the SAVE button to display questions C01 - C06.

NO - Skip to section D.

Capital Income

C01 Capital funds from local government (city, county) \$5,000

C02 Capital funds from state sources \$0

C03 Capital funds from federal sources \$0

C04 Capital funds from private sources \$0

C05 **Total capital income** \$5,000

Capital Expenditures

C06 Total capital expenditures \$5,069

Section D - Operating Income and Expenditures

OPERATING INCOME

Operating income covers the current and recurrent costs necessary to support the provision of library services. Report income used for operating expenditures by source. Include federal, state, local, and non-governmental income.

REPORT ALL SOURCES OF FUNDS FOR FY24 (JULY 1, 2023 - JUNE 30, 2024).

- If your library does not receive operating income from a source enter a 0 (zero)
- If your library receives operating income from a source, but the amount is unknown, enter N/A
- Report all income in whole dollars only. Round to the nearest dollar

DO NOT REPORT

- Income for capital expenditures as reported in Section C
- Contributions to endowments
- Income passed through to another agency
- Funds unspent in the previous fiscal year – carryover
- The value of any contributed or in-kind services
- The value of any non-monetary gifts and donations
- E-Rate discounts as income

Total Governmental Operating Income

D01 City income received from the city's general fund (exclude income from special levies) \$62,210

D02 City income received from special levies \$0

D03 County income received from all counties 5495

D04 Income received from contracting cities in Iowa. Do not report income from your own city on this line. 600

D05 Other governmental income received \$0

D06 **Total local government operating income received** \$68,305

D07 State income received from the State Library of Iowa (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement) Prefilled and locked by the State Library. 1,393

D08 Other income received from the State of Iowa \$0

D09	Total state government operating income received	\$1,393
-----	--	---------

D10	Total federal government income received	\$0
-----	--	-----

Non-Governmental Operating Income

D11	Total non-governmental grants received	\$0
-----	--	-----

D12	Endowments and gifts received (only report if money was spent in FY24)	\$0
-----	--	-----

D13	Fines and/or fees received	\$14
-----	----------------------------	------

D14	Other income received	\$1,344
-----	-----------------------	---------

D15	Total non-governmental operating income received	\$1,358
-----	--	---------

Total Operating Income

D16	Total operating income received	\$71,056
-----	---------------------------------	----------

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

REPORT ALL EXPENDITURES INCLUDING GRANTS AND COOPERATIVE ARRANGEMENTS.

- If your library does not expend operating funds for an item, enter a 0 (zero)
- If your library expends operating funds for an item, but the amount is unknown, enter N/A
- To ensure accurate reporting, consult your business officer or city clerk regarding this section
- Report only money expended during FY24 (July 1, 2023 - June 30, 2024), regardless of when the money may have been received
- Report all expenditures as whole dollars only. Round fractions to the nearest whole dollar

DO NOT REPORT

- The value of free items
- Estimated Costs
- Capital expenditures as reported in Section C
- E-Rate discounts as expenditures

D17	Total salaries and wages expenditures (before deductions)	34032
-----	---	-------

D18	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.) This amount cannot be \$0. If you are unsure of benefits amount, or this is a volunteer-run library, report N/A.	5869
D19	Total staff expenditures	\$39,901
D20	Print physical collection expenditures	3340
D21	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	0
D22	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	1134
D23	Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	172
D24	Total physical non-print collection expenditures	\$1,306
D25	Total physical collection expenditures	\$4,646
D26	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	\$233
D27	All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	0
D28	Total e-book collection expenditures	\$233
D29	Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$233
D30	All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	0

D31	Total downloadable audio collection expenditures	\$233
D32	Total downloadable video collection expenditures. Report Advantage downloadable expenditures on this line.	0
D33	Total Electronic Information collection expenditures. This includes databases, Freegal, Hoopla, etc. Do not report expenditures for products subsidized or managed by the State Library such as Bridges.	0
D34	Total downloadable and Electronic Information collection expenditures	\$466
D35	Total collection expenditures	\$5,112
D36	All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)	11838
D37	Total of all operating expenditures	\$56,851

Section E - Library Collection

NUMBER HELD AT START OF YEAR - The number of items owned by the library at the start of the fiscal year (July 1, 2023). To assist with determining this number, we have prefilled lines E01, E09, E17, and E23 based on end of year numbers from last year as reported on lines E04, E12, E20, and E26. Note that these values are not locked, so you can change them if needed.

NUMBER ADDED DURING FISCAL YEAR - The number of items added to the collection during the fiscal year (July 1, 2023 - June 30, 2024) whether through purchase or donation.

NUMBER WITHDRAWN DURING FISCAL YEAR - The number of items withdrawn from the collection during the fiscal year (July 1, 2023 - June 30, 2024) whether through weeding, loss, or other cause.

NUMBER HELD AT END OF YEAR - The number of items owned by the library at the end of the fiscal year (June 30, 2024).

E01	Printed books (# of items), held at start of year	7,848
E02	Printed books (# of items), added during year	1072
E03	Printed books (# of items), withdrawn during year	1028

E04	Printed books (# of items), held at end of year	7,892
E05	Bridges e-books, held at end of year. Prefilled and locked by the State Library.	102,625
E06	All other e-books held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Freading, Hoopla, etc. here.	0
E07	Total e-books held at end of year	102,625
E08	Total books (print and e-books), held at end of year.	110,517
E09	Audio materials (# of physical items), held at start of year	160
E10	Audio materials (# of physical items), added during year	3
E11	Audio materials (# of physical items), withdrawn during year	31
E12	Audio materials (# of physical items), held at end of year	132
E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library.	49,379
E14	All other downloadable audio materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here.	0
E15	Total downloadable audio materials, held at end of year	49,379
E16	Total audio materials (physical and downloadable), held at end of year.	49,511
E17	Video materials (# of physical items), held at start of year	1,160
E18	Video materials (# of physical items), added during year	369
E19	Video materials (# of physical items), withdrawn during year	38

E20	Video materials (# of physical items), held at end of year	1,491
E21	Total downloadable video materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here.	0
E22	Total video materials (physical and downloadable), held at end of year	1,491
E23	Other library materials (# of physical items), held at start of year	27
E24	Other library materials (# of physical items), added during year	1
E25	Other library materials (# of physical items), withdrawn during year	0
E26	Other library materials (# of physical items), held at end of year	28
E27	Total physical items, held at start of year	9,195
E28	Total physical items, added during year	1,445
E29	Total physical items, withdrawn during year	1,097
E30	Total physical items, held at end of year	9,543
E31	Total downloadable items, held at end of year	152,004
E32	Total physical and downloadable items, held at end of year	161,547

Licensed Databases

Refer to the State Library of Iowa's website to determine how databases and other electronic resources are counted. <https://www.statelibraryofiowa.gov/index.php/libraries/search/survey/cntelecre>

E33	Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region. Include subscription downloadable services such as Freegal, Freeding, Hoopla, etc. here.	0
-----	---	---

E34 Number of licensed databases funded by the state government or The State Library of Iowa. Count Brainfuse as 2. Maximum amount for this line is 2. Prefilled and locked by the State Library. 2

E35 **Total licensed databases** 2

Section F - Circulation and Use Counts

Report circulation for FY24 (July 1, 2023 to June 30, 2024). Circulation should only be counted for items checked out of the library's collection for use outside of the library, including renewals. DO NOT count automatic renewals as circulation. DO NOT count in-house use or computer use as circulation.

Circulation Transactions of Physical Items

F01 Adult books 1,104

F02 Young adult books 130

F03 Children's books 1,672

F04 Video recordings (physical formats) 551

F05 Audio recordings (physical formats) 1

F06 Serials (physical formats) 1

F07 All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, WiFi Hotspots, tools, video games, etc.) 23

F08 **Total PHYSICAL circulation by material type** 3,482

Lines F09 and F10 should be reported as individual counts. They do not need to add up to a total. These counts are part of the physical total as reported on line F08. Do not count electronic use for lines F09 or F10.

F09 Circulation of physical items to the rural population of your own county: 894

F10 Total physical circulation of all materials cataloged as "children's" 1672

Use of Downloadable Material

F11 Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library. 767

F12 All other e-books - do not count 0
downloads from services such as
Freegal, Freading, Hoopla, etc. on this
line. Report that use on line F23.

F13 **Total use of e-books** 767

F14 Total downloadable video 0
recordings - do not count downloads
from services such as Freegal, Freading,
Hoopla, etc. on this line. Report that use
on line F23.

F15 Bridges downloadable audio 876
recordings, including use of Advantage
titles. Prefilled and locked by the State
Library.

F16 All other downloadable audio 0
recordings - do not count downloads
from services such as Freegal, Freading,
Hoopla, etc. on this line. Report that use
on line F23.

F17 **Total use of downloadable audio** 876
recordings

F18 Bridges electronic serials - 52
including use of Advantage titles.
Prefilled and locked by the State
Library.

F19 All other electronic serials – 0
Include RB Digital or similar

F20 **Total use of electronic serials** 52

F21 **Total use of downloadable** 1,695
materials

Successful Retrieval of Electronic Information (Database Use)

F22 Successful retrieval of 0
Electronic Information from Brainfuse.
This used to be called Licensed
database use. Prefilled and locked by
the State Library.

F23 Successful retrieval of all other Electronic Information funded locally or by other non-state funded cooperative agreements. Do not count users, sessions, website hits, or online catalog use. This used to be called Licensed database use. Include downloads from services such as Freegal, Freading, Hoopla, etc. on this line. 0

F24 Total successful retrieval of Electronic Information. 0

Circulation and Use Totals

F25 Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys). 5,177

F26 Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information) 1,695

F27 Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information. This is not the total of F25 + F26). 5,177

Interlibrary Loan

The State Library will automatically fill in data from the SILO ILL service. If your library only uses SILO for ILL, you can skip F28 to F33. Examples of other ILL services are OCLC or print forms.

F28 ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library. 38

F29 ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line. 0

F30 Total Interlibrary Loan received from other libraries 38

F31 ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library. 133

F32 ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line. 0

F33 **Total Interlibrary Loan provided** 133
to other libraries

Other Use Counts

F34 Current total number of 306
registered users as of June 30, 2024

F35 Door count annually 3,581

F36 Is annual door count based on CT - Annual Count
an annual count (i.e. with a door
counter) or an annual estimate based on
a typical week or weeks? Choose one of
the options listed below.

F37 Total number of reference 275
transactions annually

F38 Is number of annual reference CT - Annual Count
transactions based on annual count (i.e.
year-long tally marks) or an annual
estimate based on a typical week or
weeks? Choose one of the options
below.

F39 Number of Internet computers 3
for public use

F40 Number of uses of public 1,105
Internet computers ANNUALLY

(You may count a typical week and
multiply by 52)

F41 Is the number of uses of public CT - Annual Count
Internet computers based on an annual
count (i.e., year-long tally marks) or an
annual estimate based on a typical week
or weeks? Choose one of the options
listed below.

F42 Total number of wireless 948
sessions annually

F43 Is the number of wireless CT - Annual Count
sessions based on an annual count (i.e.
year-long tally marks) or an annual
estimate based on a typical week or
weeks?
Choose one of the options listed below.
Libraries that use WhoFi only should
report as an annual count.

F44 Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library. 1,526

F45 Website visits for all other libraries annually. Libraries unable to collect a count of their website visits should report N/A. Libraries without websites should report -3. N/A

F46 Total website visits annually 1,526

F47 Does the library check out WIFI hotspots for use outside the library? (YES/NO) No

F48 As of June 30, 2024, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? (YES/NO) No

Section G - Programs and Content Recordings

LIBRARY PROGRAMS

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

INCLUDE

- All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.
- Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.
- Program sessions with attendance of zero or one if they were intended for a group.

EXCLUDE

- Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, mentoring activities, etc.
- Passive or self-directed activities that do not occur at a scheduled time. For example, do not report "make and take" bags or coloring pages as a program. Report these self-directed activities on questions G51 to G59
- Recorded presentations of program content. Report these on questions G49 to G50.
- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.

Tips for reporting programs and attendance.

- When reporting the number of programs count the total number of events. A story time held once a week for a year is counted as 52, not as one.
- When reporting attendees count total number of attendees regardless of the age. A children's program attended by 10 children and 10 adults is counted as 20, not as 10.
- Live, virtual programs are conducted via a Web conferencing or webinar platform during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. These are considered programs for survey purposes and should be added into programming counts as indicated below.
- Recordings of program content include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the

audience to view or list to on-demand. Do not include promotional or marketing content.

Recordings of program content are counted separately from live programs as indicated below.

- If a program is hybrid (i.e., in-person and virtual) then report it as in-person. Do not double count.

Children Ages 0-5

G01 Total number of live, in-person, onsite library programs for children ages 0-5 41

G02 Total number of people attending live, in-person, onsite library programs for children ages 0-5 248

G03 Total number of live, in-person, offsite library programs for children ages 0-5 0

G04 Total number of people attending live, in-person, offsite library programs for children ages 0-5 0

G05 Total number of live, virtual library programs for children ages 0-5 0

G06 Total number of people attending live, virtual library program for children ages 0-5 0

G07 Total number of library programs for children ages 0-5 41

G08 Total number of people attending library programs for children ages 0-5 248

Children Ages 6-11

G09 Total number of live, in person, onsite library programs for children ages 6-11 19

G10 Total number of people attending live, in-person, onsite library programs for children ages 6-11 174

G11 Total number of live, in-person, offsite library programs for children ages 6-11 0

G12 Total number of people attending live, in-person, offsite library programs for children ages 6-11 0

G13 Total number of live, virtual library programs for children ages 6-11 0

G14 Total number of people attending live, virtual library programs for children ages 6-11 0

G15 Total number of library programs for children ages 6-11 19

G16 Total number of people attending library program for children ages 6-11 174

Young Adults Ages 12-18

G17 Total number of live, in person, onsite library program for young adults 1

G18 Total number of people attending live, in-person, onsite library programs for young adults 7

G19 Total number of live, in-person, offsite library programs for young adults 0

G20 Total number of people attending live, in-person, offsite library programs for young adults 0

G21 Total number of live, virtual library programs for young adults 0

G22 Total number of people attending live, virtual library program for young adults 0

G23 Total number of library programs for young adults 1

G24 Total number of people attending library program for young adults 7

Adults Aged 19 or Older

G25 Total number of live, in person, onsite library program for adults 10

G26	Total number of people attending live, in-person, onsite library programs for adults	117
G27	Total number of live, in-person, offsite library programs for adults	0
G28	Total number of people attending live, in-person, offsite library programs for adults	0
G29	Total number of live, virtual library programs for adults	0
G30	Total number of people attending live, virtual library program for adults	0

G31	Total number of library programs for adults	10
G32	Total number of people attending library program for adults	117

General Interest - For All Ages

G33	Total number of live, in person, onsite general interest library programs	10
G34	Total number of people attending live, in-person, onsite general interest library programs	232
G35	Total number of live, in-person, offsite general interest library programs	1
G36	Total number of people attending live, in-person, offsite general interest library programs	53
G37	Total number of live, virtual, general interest, library programs	0
G38	Total number of people attending live, general interest, virtual library programs	0
G39	Total number of live general interest library programs	11

G40	Total number of people attending live general interest library programs	285
G41	Total number of live, in-person, onsite library programs	81
G42	Total number of live, in-person, offsite library programs	1
G43	Total number of live, virtual library programs	0
G44	Total number of people attending live, in-person, onsite library programs	778
G45	Total number of people attending live, in-person, offsite library programs	53
G46	Total number of people attending live, virtual library programs	0
G47	Total number of live library programs	82
G48	Total number of people attending live library programs	831

Program Content Recordings

A program content recording is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member.

The count of views of asynchronous program presentations for a period of THIRTY (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For recorded program presentations that are recordings of live, virtual program sessions, exclude live attendance; live attendance should have already been counted on lines G06, G14, G22, G30, or G38.

G49	Total number of program content recordings	0
G50	Total number of views of program content recordings	0

Patron-Directed Activities

Below is a list of activities that are patron directed and sometimes known as passive, self-directed, or indirect programming. All answers are prefilled with 0. If you do not provide a listed service you can leave it as a 0. If you provide a service but are unsure of how many times it was used, answer with an estimate, or N/A. Otherwise provide the number of times each service is used ANNUALLY. Do not count the number of items created, only count the number of times a service is used. Do not include anything provided as a part of a library sponsored, in-person, program. These counts should be accounted for in the programming counts listed above. For example, do not count coloring sheets used as part of a live, in-person, program as an indirect activity.

G51 Total number of make and take kits provided 0

G52 Total number of coloring sheets provided 0

G53 Total number of scavenger hunt participants 0

G54 Total number of trivia contest participants 0

G55 Total use of library's maker space service 100

G56 Total use of STEAM/STEM services 0

G57 Total number of story-walk participants 0

G58 Total number of reading log participants 35

G59 List any other patron-directed activities, list one activity per box. To add more than one activity, click the "Add Activity" button.

Name of activity only, do not include a use count.

Section H - Library Buildings - Hours and Square F

Make sure to consider closures for all reasons when calculating number of hours and weeks open. For example, if your library is normally open for 52 weeks, but was closed for 20 weeks and open for 32 weeks in FY24, report 32 on line H02.

H01 Total number of hours open to the public during FY24 (July 1, 2023 to June 30, 2024) at the main library only. Report actual number of hours open rather than scheduled hours open. 1,308

H02 Total number of weeks open to the public during FY24 (July 1, 2023 to June 30, 2024) at the main library only (round to the nearest whole number of weeks). Report actual weeks open rather than scheduled weeks open. 52

H03 Square footage of main library. Prefilled and locked by the State Library. 2,400

Section H Totals

H08 Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.) 1,308

H09 Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.) 52

H10 Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.) 2,400

Signature Page

IMPORTANT – PLEASE READ: All libraries submitting an annual survey must also submit a Signature Page to certify accuracy. This document is also included in the Print Application Form. Follow the link below to electronically sign the form. Please do not fax or mail copies of this form to us.

[Signature Page](#)